# R.I. & Neighborhood Association Tire Pickup Procedures

Any neighborhood association or nonprofit organization (such as Bridging the Gap) can apply for and receive funding from the State of Missouri for a tire cleanup. There is no cap on the number of waste tire cleanups an organization can complete within a year's time. The following procedure must be followed in order for a neighborhood association or nonprofit organization to receive state funding for a waste tire cleanup:

#### Vendor number

- The neighborhood association or nonprofit organization must apply for and receive a vendor number from the State of Missouri
- The waste tire investigator will directly work with the neighborhood association or nonprofit organization in order to assist them with applying for and receiving a vendor number from the State – It takes no longer than a couple of days to receive a vendor number
- Whenever a neighborhood association or nonprofit organization expresses interest in having a tire cleanup, the waste tire investigator will check with the Regulated Industries licensing and administration supervisor (who will check with Siretha Heron of NHSD – 4<sup>th</sup> floor) to see if the neighborhood association or nonprofit organization already has a vendor number. If they don't', the Regulated Industries licensing and administration supervisor will arrange for them to receive a vendor number ASAP
- Kim Tschirgi is the contact person from the Missouri Department of Natural Resources who handles the waste tire program. She can be reached at <a href="mailto:kim.tschirgi@dnr.mo.gov">kim.tschirgi@dnr.mo.gov</a> or by phone at (573) 751-5401 or by fax at (573) 526-3902.
- Prior to making application for a vendor number, the neighborhood association or nonprofit organization must have a copy of their current nonprofit registration with the Missouri Secretary of State's office as this is required by the State of Missouri to begin the process
- The neighborhood association or nonprofit organization must submit a completed application for a vendor number with the State of Missouri's office of Administration (vendor input form 300-1489). The vendor number is required in order to be eligible to receive a reimbursement check from the Missouri Department of Natural Resources for the tire cleanup
- Nonprofit scrap tire cleanup and disposal application
  - The neighborhood association or nonprofit organization must submit a completed nonprofit scrap tire cleanup and disposal application (form 780-1997) in order to receive funding for a waste tire cleanup. The following information must be on the application before the State of Missouri will accept it: Organization name; address; contact person; contact person's title; email address; telephone number; fax number; location of the cleanup; estimated number of tires to be picked up (over estimate) and estimated disposal cost. The nonprofit registration with the Missouri Secretary of State's office must be submitted with the Nonprofit Scrap Tire Cleanup and Disposal Application
  - The state will only pay a maximum of \$2 per tire for the cleanup. There are factors that will make the cost of each tire rise which include if the tire is full of mud, concrete, or gravel or if the tire has a wheel attached to it. Regulated Industries Division will only pay for the portion of the tire cleanup that is covered by the state and the neighborhood association or nonprofit organization will be responsible to cover all extra expenses.
- In order for Regulated Industries to assist with a tire cleanup that will be paid for by the state, the following steps must be taken:
  - The waste tire investigator will have the president of the neighborhood association or nonprofit organization fill out and submit a completed copy of the Regulated Industries "waste tire cleanup request form"
  - The neighborhood association or nonprofit organization must let the waste tire investigator know the date they would like to schedule a tire cleanup

- The waste tire investigator will assure the neighborhood association or nonprofit organization has a vendor number with the state so they are eligible to receive reimbursement for the cost of the tire cleanup
- The waste tire investigator will assure that the neighborhood association or nonprofit organization has submitted a <u>nonprofit scrap tire cleanup and disposal application</u> with the state for the waste tire cleanup
- Once the state receives an application for a waste tire cleanup, it will take one to two
  weeks for the application to be approved and an approval letter will be sent to the
  neighborhood association or nonprofit organization
- Once the waste tire investigator receives a copy of the approval letter, they will arrange for the city's vendor to be onsite to pick up all of the waste tires collected
- o The waste tire investigator will be present on the date the tire cleanup takes place
- At the conclusion of the waste tire cleanup, the Nonprofit Scrap Tire Cleanup and Disposal Invoice (form 780-1998) must be completed by the neighborhood Association and the tire hauler
- The city's vendor will send the neighborhood association or nonprofit organization and the waste tire investigator an invoice for the tire cleanup
- The waste tire investigator will submit a copy of the State of Missouri Department of Natural Resources tire cleanup approval letter along with the invoice from the city's vendor to the Regulated Industries licensing and administration supervisor ASAP
- The licensing and administration supervisor will submit the approval letter and the invoice to NCSD 4<sup>th</sup> floor personnel as they will create a purchase order and cut a check for the cost of the tire cleanup
- Once the licensing and administration supervisor receives the check from NCSD 4<sup>th</sup> floor personnel, they will give it to the waste tire investigator
- The waste tire investigator will submit the check to the neighborhood association or nonprofit organization
- The neighborhood association or nonprofit organization will submit the total payment for the waste tire cleanup to the city's vendor
- The city's vendor will give the neighborhood association or nonprofit organization a paid receipt for the cost of the waste tire cleanup
- The neighborhood association or nonprofit organization will submit a copy of the paid receipt along with a copy of the front and back of the canceled check to the State of Missouri Department of Natural Resources
- The State of Missouri Department of Natural Resources will send a reimbursement check to the neighborhood association or nonprofit organization – It will take one to two weeks for the neighborhood association or nonprofit organization to receive the check
- Once the neighborhood association or nonprofit organization receives the check from the state, they will immediately remit payment to the waste tire investigator
- The waste tire investigator will submit the check to the licensing and administration supervisor who will submit the check to NCSD 4<sup>th</sup> floor personnel
- For more information from the State of Missouri, please see below...

# Non-Profit Group Scrap Tire Cleanup

## **Disposal Cost Reimbursement Instruction Sheet**

The Missouri Department of Natural Resources is authorized to reimburse fraternal, charitable or other nongovernmental nonprofit organizations for disposal costs of scrap tires collected during voluntary cleanups of land and water resources. These monies only apply to scrap tires; other wastes collected as part of these projects are not eligible for reimbursement.

The department has changed all fill-in forms to PDF fill-in. You will be able to save and reuse these PDF forms. However, you will need Adobe Acrobat Reader 7 or higher to save the PDF fill-in form.

Also, at this time the department does not accept digital signatures. If your Acrobat Reader prompts you to use one, we ask that you don't.

Reimbursement funds are available subject to the conditions outlined below:

- 1. Nonprofit organizations wishing to use these funds must obtain prior authorization. This can be accomplished by completing the reimbursement request form.
  - Non-Profit Scrap Tire Cleanup and Disposal Application, Form--MO 780-1997 (07/08)
- Non-Profit Scrap Tire Cleanup and Disposal Invoice, Form--MO 780-1998 (07/08)
- Non-Profit Group Scrap Tire Cost Reimbursement, Fact Sheet--PUB2277 (07/08)

Mail or fax the form to the following address:

Missouri Department of Natural Resources Solid Waste Management Program Scrap Tire Unit P.O. Box 176 Jefferson City, MO 65102-0176

Fax: 573-526-3902

A copy of the group's current registration with the Office of the Secretary of State should be included with the Non-Profit Scrap Tire Cleanup and Disposal Application Form.

Upon approval, the department will notify the group by returning a copy of the signed reimbursement request to the group. Tire collections that occur prior to receiving approval may not be eligible for reimbursement.

- 2. For each tire collected and taken to a legal recycler, end-user, processor, etc. the group will be reimbursed up to the actual cost of disposal or \$2 per tire, whichever is less.
- 3. After the tires from the cleanup have been properly disposed of, the group must:
- a. Complete and submit the invoice form located at the link below titled Invoice.
- b. Submit a receipt from the entity receiving the tires indicating the number of tires taken and the total amount paid for their disposal. The individual or company receiving the tires must sign the receipt. The original receipt must be submitted.
- c. Submit a copy of the front and back of the organization's cancelled check to the entity receiving the tires.

4. The department, upon approval of the information submitted for reimbursement will issue a check to the organization or individual for the costs incurred for disposal of the tires. Processing of complete reimbursement

requests will take approximately two weeks from the date the department receives the request.

5. While there is no limit to the number of times a group may receive funds under this program, requests may be

denied due to insufficient funds available to the department.

Groups are strongly encouraged to take collected tires to scrap tire processors or end users for recycled or

resource recovery. Tires can be landfilled, but only if they have been cut, chipped or shredded prior to disposal.

Groups are encouraged to arrange for proper disposal of the tires before collecting them. Groups are encouraged

to contact the appropriate department regional office for assistance in locating a place to deliver scrap tires.

## **Contact**

### **Solid Waste Management Program**

P.O. Box 176

Jefferson City, MO 65102

800-361-4827

573-751-5401

E-mail: <a href="mailto:swmp@dnr.mo.gov">swmp@dnr.mo.gov</a>